



PUBLIC HOLIDAY QUOTA BREAKDOWN TUTORIAL

This tutorial is to be used when an employee has a time evaluation message 'Z9' (Pub Holiday Bal not equal to breakdown) **OR** a Quota Correction (infotype 2013) is created to increase or reduce the holiday quota.



Public Holiday Breakdown

- Z9 – Public Holiday Breakdown error indicates the employee's quota on PT50 and holiday assignments on PT_BAL00 are out of balance
- The Holiday Quota Error (ZHQE) report will identify employees with this error so you can begin the process of correcting
- The employee's master data must be analyzed to determine how to resolve the error

Policy requires that holidays hours banked be used within twelve (12) months; therefore, holiday quota hours must be assigned to individual holidays so that the system can evaluate holiday accrual and absences correctly.

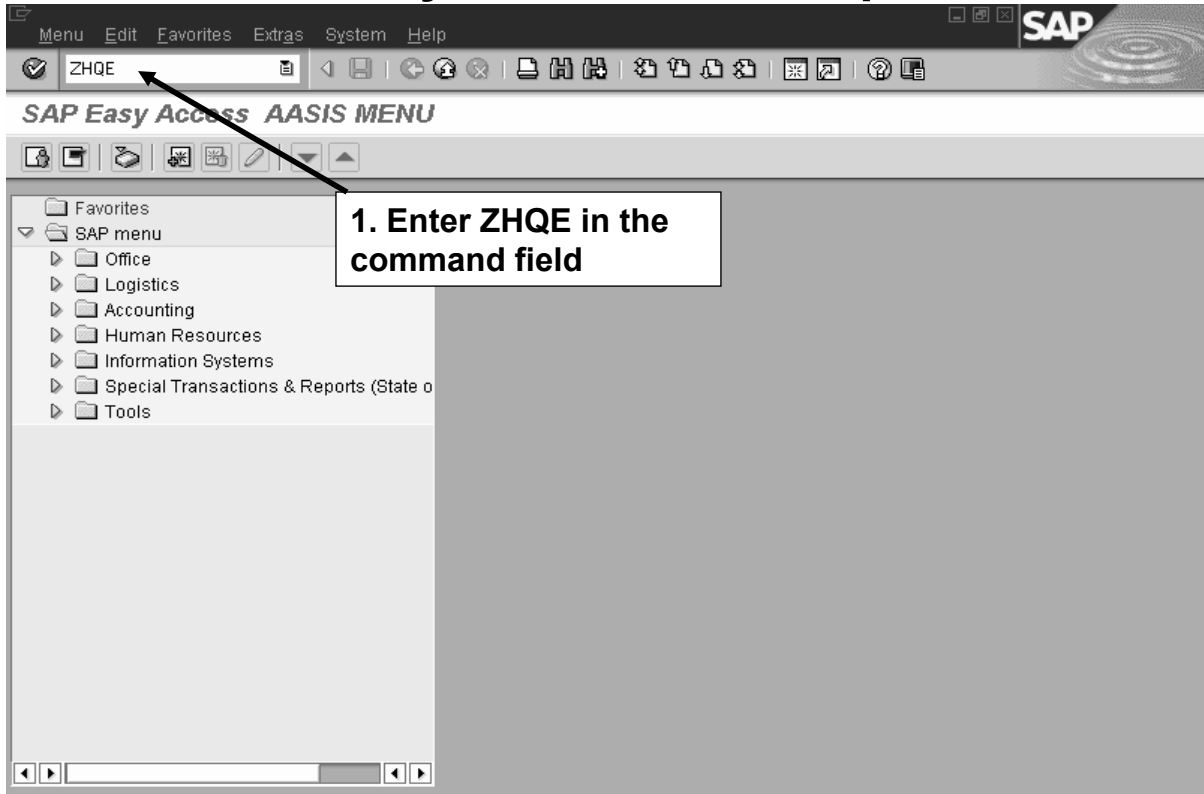
A Z9 error only populates on the last day of the payperiod after time evaluation has run. This message will continue to generate until the holiday assignment is corrected. If not corrected, the employee may not bank the holiday and holiday absence type HLDY cannot be entered on the CATS timesheet.



HOLIDAY QUOTA ERRORS REPORT



Holiday Quota Errors Report



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Holiday Quota Errors Report

2. Enter the ending date of the payerperiod

Further selections Search helps

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 013104 To 013104

Person selection period To

Payroll period

Selection

Personnel number

Employment status

Company Code

Business area

Payroll area

Pers.area/subarea/cost cente

Employee group/subgroup

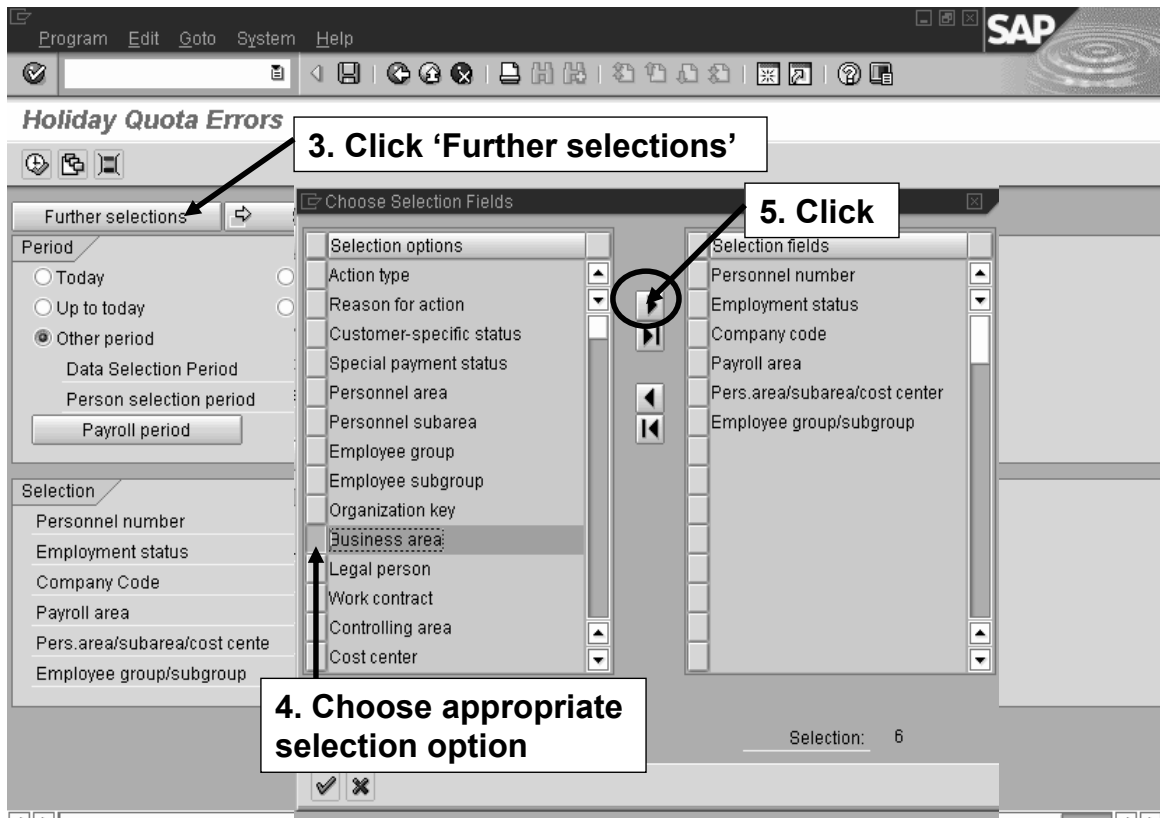
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Holiday Quota Errors Report



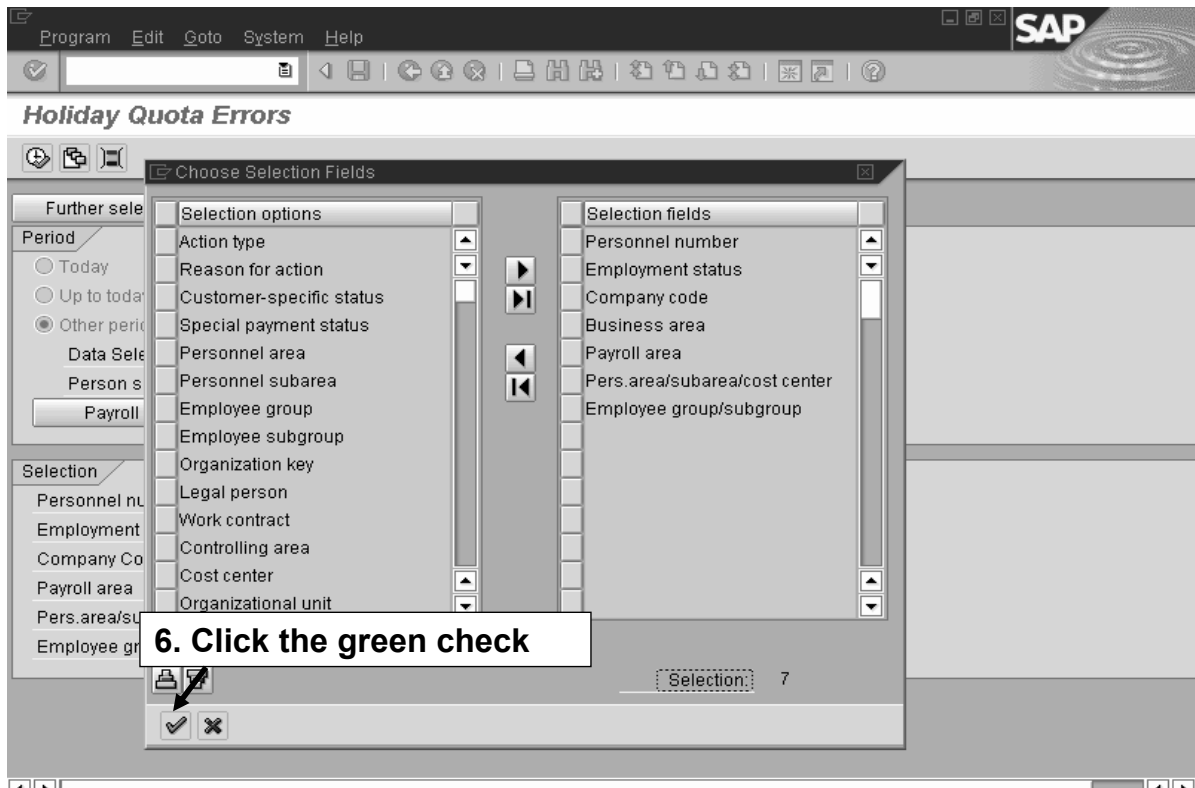
The screenshot shows the SAP 'Holiday Quota Errors' report interface. The window title is 'Holiday Quota Errors'. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for file operations and help. The main area is divided into several sections:

- Further selections:** Contains radio buttons for 'Today', 'Up to today', and 'Other period' (selected). Below these are fields for 'Data Selection Period', 'Person selection period', and a 'Payroll period' button.
- Selection:** A list of selection options including 'Personnel number', 'Employment status', 'Company Code', 'Payroll area', 'Pers.area/subarea/cost center', and 'Employee group/subgroup'.
- Choose Selection Fields:** A central pane with a list of selection options (Action type, Reason for action, Customer-specific status, Special payment status, Personnel area, Personnel subarea, Employee group, Employee subgroup, Organization key, Business area, Legal person, Work contract, Controlling area, Cost center) and a list of selection fields (Personnel number, Employment status, Company code, Payroll area, Pers.area/subarea/cost center, Employee group/subgroup). A circular arrow points to the 'Business area' option in the list.
- Selection:** A field at the bottom right showing 'Selection: 6'.

Numbered callouts indicate the following steps:

3. Click 'Further selections'
4. Choose appropriate selection option
5. Click

Holiday Quota Errors Report



Holiday Quota Errors

Choose Selection Fields

Further sele

Period

☐ Today

☐ Up to today

☒ Other period

Data Sele

Person s

Payroll

Selection

Personnel nu

Employment

Company Co

Payroll area

Pers.area/su

Employee gr

Selection options

Action type

Reason for action

Customer-specific status

Special payment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Organization key

Legal person

Work contract

Controlling area

Cost center

Organizational unit

Selection fields

Personnel number

Employment status

Company code

Business area

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

6. Click the green check

Selection: 7

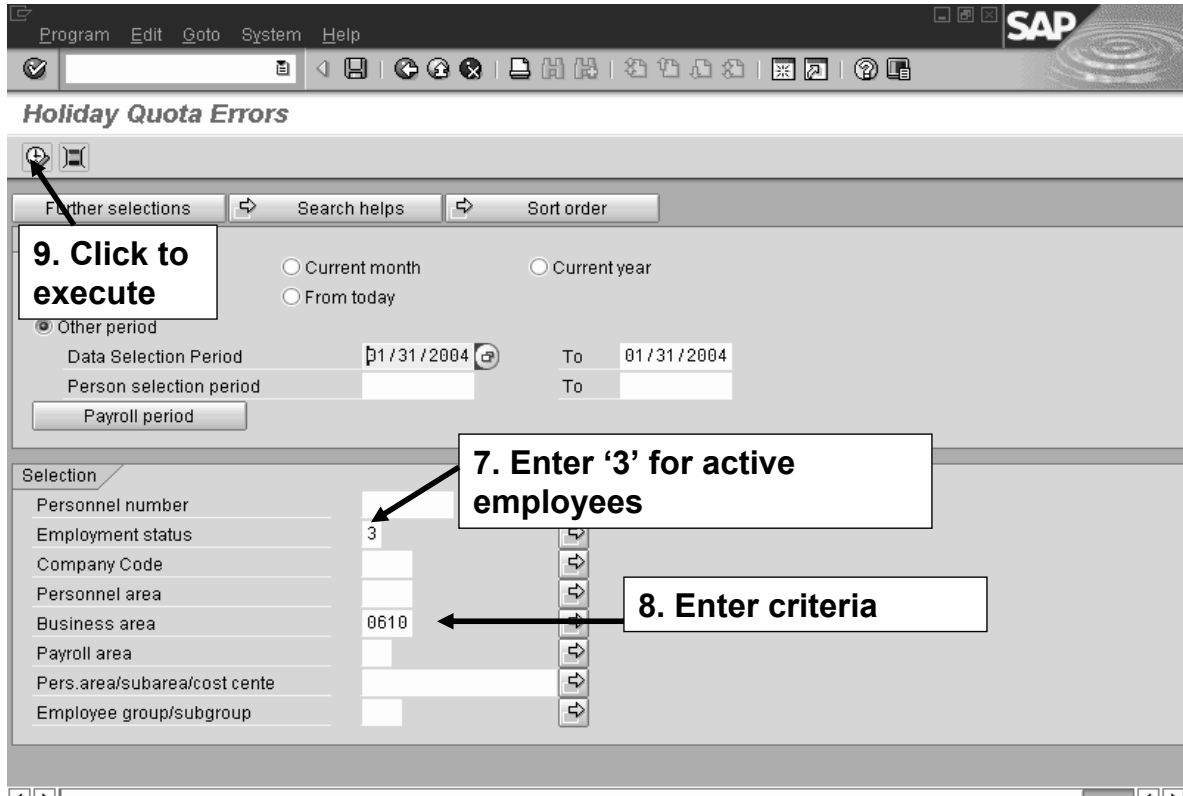
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Holiday Quota Errors Report



The screenshot shows the SAP 'Holiday Quota Errors' report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Holiday Quota Errors' is displayed. Below the title are three buttons: 'Further selections', 'Search helps', and 'Sort order'. A callout box labeled '9. Click to execute' points to the 'Further selections' button. Below these buttons are radio buttons for 'Current month', 'Current year', and 'From today'. The 'Other period' radio button is selected. Below the radio buttons are two date fields: 'Data Selection Period' with a date of '01/31/2004' and a 'To' field with a date of '01/31/2004'. Below the date fields are two more date fields: 'Person selection period' and 'Payroll period'. Below the date fields is a 'Selection' section with a list of fields: 'Personnel number', 'Employment status', 'Company Code', 'Personnel area', 'Business area', 'Payroll area', 'Pers.area/subarea/cost cente', and 'Employee group/subgroup'. A callout box labeled '7. Enter '3' for active employees' points to the 'Employment status' field, which contains the value '3'. A callout box labeled '8. Enter criteria' points to the 'Business area' field, which contains the value '0610'. Below the 'Selection' section is a vertical list of buttons with arrows, each corresponding to a field in the 'Selection' section.

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Holiday Quota Errors Report

Holiday Quota Errors					
PROGRAM: ZHR_HOLIDAY_QUOTA_ERRORS			HOLIDAY QUOTA ERRORS		
TIME: 14:46:52 CLIENT ETR 513			REPORT PERIOD 01/31/2004 - 01/31/2004		
BUS AREA	PERNR	NAME	QUOTA BALANCE	HOLIDAY	CUMULATIVE BALANCE
0610	00000051	WASHINGTON TABITHA	64.00	LABOR DAY	8.00
				VETERANS DAY	8.00
				THANKSGIVING DAY	8.00
				THANKSGIVING FRIDAY	8.00
				CHRISTMAS EVE	8.00
				CHRISTMAS DAY	8.00

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The Quota Balance is the holiday quota hours the employee has on PT50. The Cumulative Balance displays the individual assignment and total hours associated with each holiday. The number of hours in the holiday quota must be assigned to a specific holiday.

Remember the employee's master data must be analyzed to determine how to resolve the error.

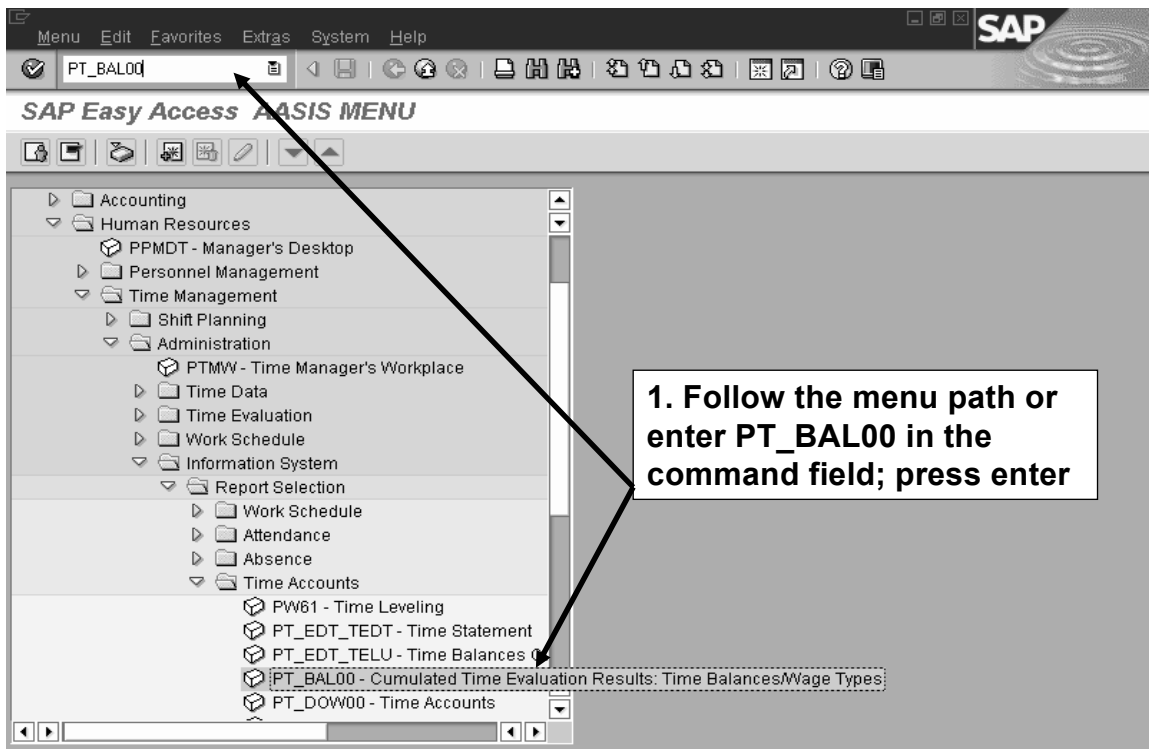
The most common errors are (1) employee who did not accrue the holiday and the quota and the holiday assignment are not the same and (2) employee who accrued the holiday but the quota and the holiday assignment are not the same.



MONITOR PUBLIC HOLIDAY QUOTA BREAKDOWN REPORT



Monitor Public Holiday Quota Breakdown Report



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If the employee's Quota Overview (PT50) and the Monitor Public Holiday Quota Breakdown Report does not match, the Time Administrator will receive the following time evaluation message in their SAP inbox:

Z9 – Pub Holiday Bal not equal breakdown



Monitor Public Holiday Quota Breakdown Report

Program Edit Goto System Help

SAP

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections (Optional)

Sort order Org. structure

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period To

Payroll period

2. Enter the From and To Date (must be the same date)

Selection

Personnel number

Time recording administrator

3. Enter Selection criteria

Selection Conditions

☒ Day balances

ZTART to

☐ Cumulated balances

SALDI to

☐ Time wage types

LGART to

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In the period field, the From and To Date must be the same. No data will be displayed if the date entered is after the last successful time evaluation.

If the criteria that you wish to run the report by is not listed, click the Further selections button. If you chose this selection, continue with step 4; if not, skip to step 10.



Monitor Public Holiday Quota Breakdown Report

The screenshot shows the SAP 'Cumulated Time Evaluation Results: Time Balance' report. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main window is divided into several sections:

- Further selection:** Includes radio buttons for 'Today', 'Up to today', and 'Other period' (selected). There is a 'Payroll period' button.
- Selection:** Includes 'Personnel number' and 'Time recording' fields.
- Other parameters:** Includes 'Selection criteria' with radio buttons for 'Day balance' (selected), 'ZTART', 'Cumulated', 'SALDI', and 'Time wage types'. There are also 'LGART' and 'to' fields.
- Choose Selection Fields:** A dialog box with two lists: 'Selection options' and 'Selection fields'.
 - Selection options:** A list of organizational and personnel-related fields (e.g., Employment status, Company code, Personnel area, Personnel subarea, Employee group, Employee subgroup, Organizational key, Business area, Legal person, Payroll area, Controlling area, Cost center, Organizational unit). A callout box labeled '5. Click on selection options' points to this list.
 - Selection fields:** A list of fields to be included in the report (e.g., Personnel number, Administrator for time recording). A callout box labeled '6. Click to choose' points to the 'Choose' button between the two lists.

A note box on the right states: 'Note: Repeat steps 5 & 6 to choose as many selection options as desired.' The 'Selection:' field at the bottom shows the number '2'.

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Monitor Public Holiday Quota Breakdown Report

Program Edit Goto System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

Choose Selection Fields

Further selection

Period

☐ Today

☐ Up to today

☒ Other period

Payroll per

Selection

Personnel num

Time recording :

Other parameters

Selection criteri

☒ Day balance

ZTART

☐ Cumulated

SALDI

☐ Time wage types

LGART

Selection options

Employment status

Company code

Personnel subarea

Employee group

Employee subgroup

Organizational key

Business area

Legal person

Payroll area

Controlling area

Cost center

Organizational unit

Position

Job

Selection fields

Personnel number

Personnel area

Administrator for time recording

Selection: 3

7. Click green check

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Monitor Public Holiday Quota Breakdown Report

Program Edit Goto System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☒ Other period
Period To
Payroll period

Selection

Personnel number
Personnel area
Business area
Cost center
Time recording administrator

Selection Conditions

☒ Day balances
ZTART to
☐ Cumulated balances
SALDI to
☐ Time wage types


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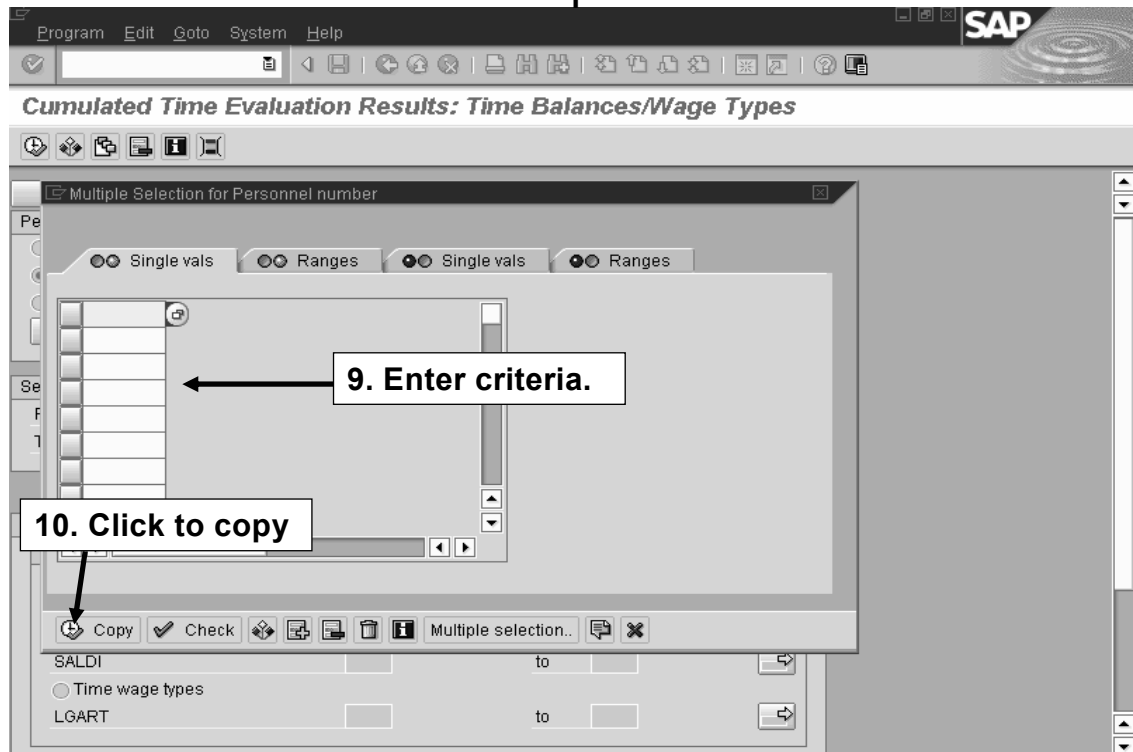
If you choose to run this report by Personnel Area, it may be necessary to enter a Time Administrator also.

If you choose to run this report by personnel numbers, personnel areas, business areas, cost centers, etc., you may enter a single value(s) or a range of value(s) by choosing the multiple selection icon .

If you chose this option, proceed with step 8; if not, skip to step 11.



Monitor Public Holiday Quota Breakdown Report



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You may enter as many single values as desired or enter a range of numbers desired.



Monitor Public Holiday Quota Breakdown Report

Program Edit Goto System Help

SAP

Cumulated Time Evaluation Results: Time Balances/Wage Types

Payroll period

50078

11. Select Cumulated Balance radio button

Selection Conditions

☐ Day balances

☒ Cumulated balances

☐ Time wage types

LGART

SALDI 9305 to 9355

12. Enter Time Types 9305 to 9355 in the SALDI fields)

Value limits (hours) for time/wage types

Value limits (hrs)

Data format

Layout

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By entering the type types 9305 to 9355 you will receive information on all holidays identified in the system. You may also select only one Time Type.



Monitor Public Holiday Quota Breakdown Report

Program Edit Goto System Help

SAP

Cumulated Time Evaluation Results: Time Balances/Wage Types

Payroll period

50078

Administrator

Selection Conditions

☐ Day balances

ZTART to

☒ Cumulated balances

SALDI 9305 to 9355

☐ Time wage types

LGART to

Value limits (hours) for time/wage types

Value limits (hrs)

Data format

Layout

13. Click to execute



Monitor Public Holiday Quota Breakdown Report

Cumulated Time Evaluation Results

14. Click green back arrow

Cumulated balances

Data select. period 03/17/2002 - 03/17/2002

Pers.no.	Name	Period	TmType	TimeTyText	Number
50078	Bob063 DFA-NE	200203	9305	New Year Day	8.00
50078	Bob063 DFA-NE	200203	9310	MLKing Jr Birthday	8.00
50078	Bob063 DFA-NE	200203	9315	G.Washington Birthday	8.00
50078	Bob063 DFA-NE	200203	9320	Memorial Day	0.00
50078	Bob063 DFA-NE	200203	9325	Independence Day	8.00
50078	Bob063 DFA-NE	200203	9330	Labor Day	8.00
50078	Bob063 DFA-NE	200203	9335	Veteran's Day	8.00
50078	Bob063 DFA-NE	200203	9340	Thanksgiving Day	8.00
50078	Bob063 DFA-NE	200203	9345	Thanksgiving Friday	8.00
50078	Bob063 DFA-NE	200203	9350	Christmas Eve	8.00
50078	Bob063 DFA-NE	200203	9355	Christmas Day	8.00
					80.00

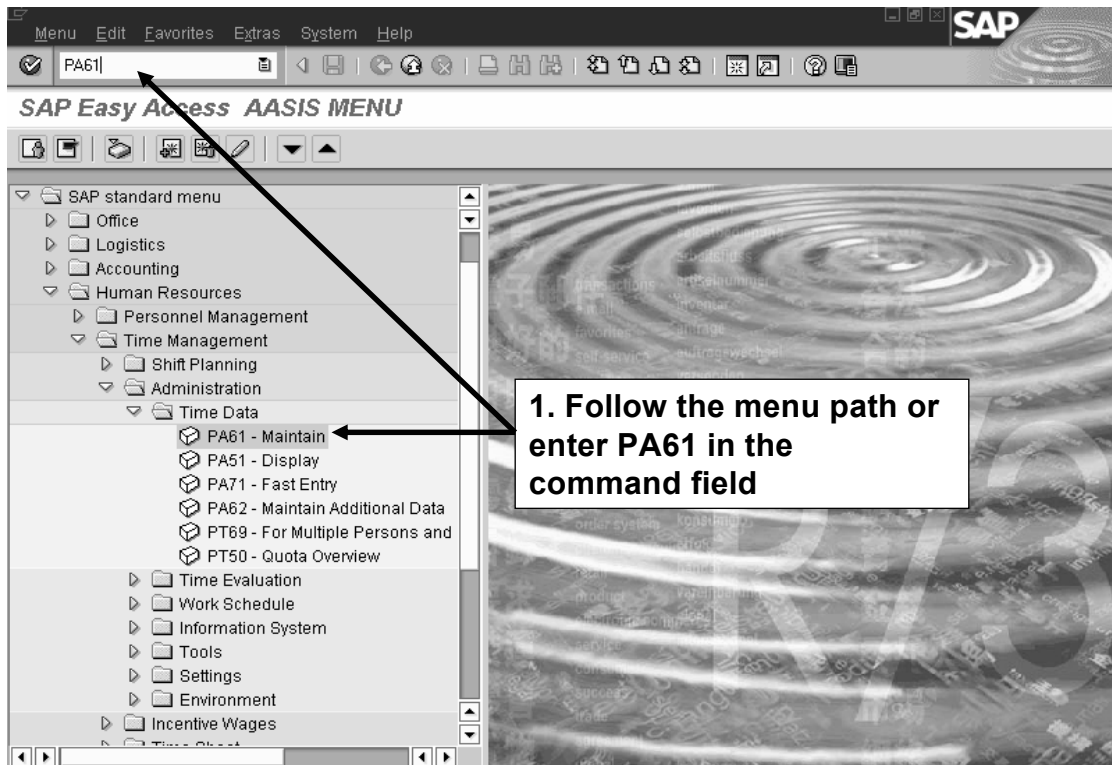
Note: Check PT50 - Quota Overview to verify the holiday quota.

If the totals on the PT50 – Quota Overview and this report are not the same, process the public holiday breakdown (infotype 2012) on pages 21-27.



PUBLIC HOLIDAY QUOTA BREAKDOWN

PA61 - Public Holiday Quota Breakdown



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Menu path: Human Resources > Time Management > Administration > Time Data > PA61 – Maintain

This process is necessary if you have created a quota correction, (Infotype 2013), to increase or decrease a holiday (05) quota OR to distribute an employee's public holiday quota to the individual holiday

The Agency Central Time Management and Agency Time Specialist roles will create or maintain this infotype.



PA61 - Public Holiday Quota Breakdown

The screenshot shows the SAP PA61 - Public Holiday Quota Breakdown screen. The interface includes a menu bar (Time data, Edit, Goto, Extras, Utilities, System, Help) and a toolbar. The main area is titled "Maintain Time Data" and contains a list of fields for personnel data: Personnel no. (50078), Name (Bob063 DFA-NE), EE group (1 Regular State ...), EE subgroup (U0 Hourly), Pers. area, and Cost center. Below these fields are tabs for Working times, Weekly calendar/addtl data, and Time. A left sidebar lists various time-related functions: Absences, Attendances, Time Events, Overtime, Substitutions, Availability, Time Transfer Specifications, and EE Remuneration Info. The "Period" section is active, showing a date range from 04/03/2003 to 04/03/2003. It includes radio buttons for "Period", "Today", "All", "From curr.date", "To current date", "Curr.period", "Curr.week", "Current month", "Last week", "Last month", and "Current year". A "Choose" button is also present. At the bottom, there is a "Direct selection" section with an "Infotype" field and an "STy" field.

2. Enter the personnel number; press enter

3. Select the Period radio button and enter the date. Use the last day of the last payperiod as the effective date

NEVER USE THE ACTUAL DATE OF THE HOLIDAY



PA61 - Public Holiday Quota Breakdown

Maintain Time Data

Personnel no. 50078
Name Bob063 DFA - NE
EE group 1 Regular State ... Pers.area FA01 DFA
EE subgroup U0 Hourly Cost center 383201 Ctrl Adm 272 H...

Working times Weekly calendar/addtl data Time quotas Time managem...

4. Enter the Infotype 2012.

Direct selection
Infotype 2012 STy

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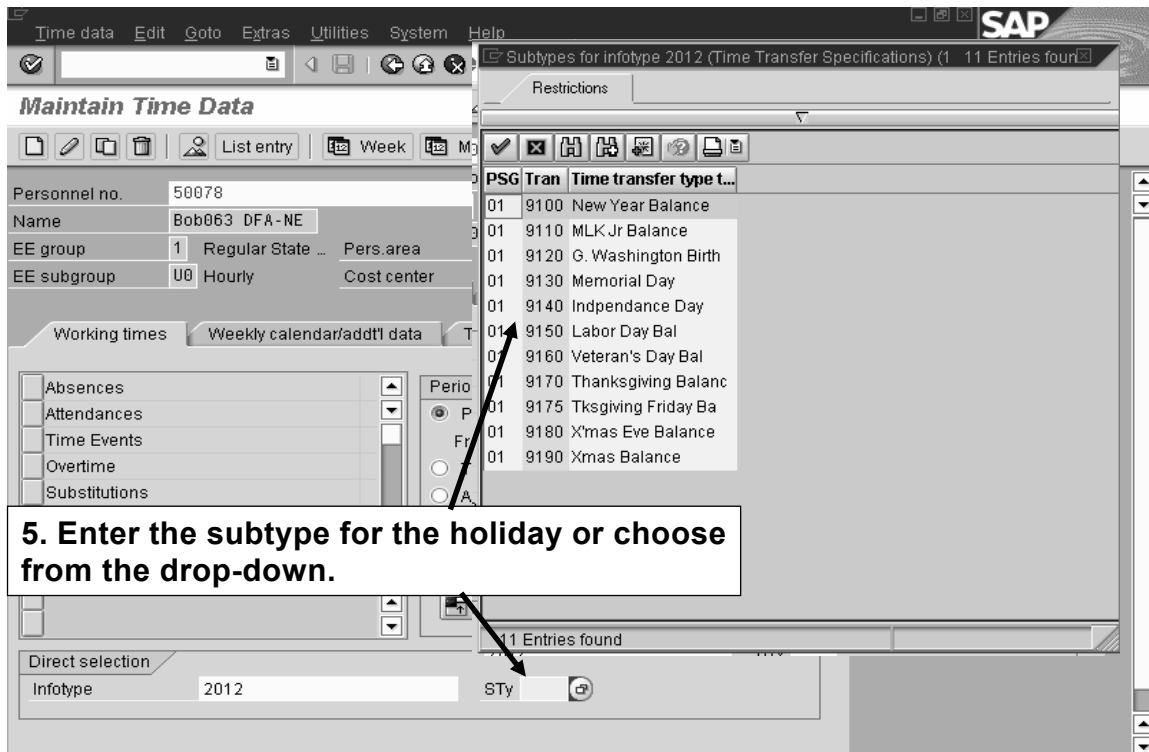
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Infotype 2012 (Time Transfer Specifications) will create or change an existing public holiday quota breakdown. This infotype is used to break down public holiday quotas into individual public holidays.

PA61 - Public Holiday Quota Breakdown



Maintain Time Data

Personnel no. 50078
 Name Bob063 DFA - NE
 EE group 1 Regular State ... Pers. area
 EE subgroup U0 Hourly Cost center

Working times Weekly calendar/add'l data

Absences
 Attendances
 Time Events
 Overtime
 Substitutions

Periods
 P
 F
 A

Subtypes for Infotype 2012 (Time Transfer Specifications) (1 11 Entries found)

PSG	Tran	Time transfer type t...
01	9100	New Year Balance
01	9110	MLK Jr Balance
01	9120	G. Washington Birth
01	9130	Memorial Day
01	9140	Independence Day
01	9150	Labor Day Bal
01	9160	Veteran's Day Bal
01	9170	Thanksgiving Balanc
01	9175	Tksgiving Friday Ba
01	9180	X'mas Eve Balance
01	9190	Xmas Balance

Direct selection
 Infotype 2012 STy

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PA61 - Public Holiday Quota Breakdown

Time data Edit Goto Extras Utilities System Help

SAP

Maintain Time Data

Personnel no. 50078
Name Bob063 DFA-NE
EE gr FA01 DFA
EE su 383201 Ctrl Adm 272 H...

Working times weekly calendar/addtl data Time quotas Time managem...

6. Click to create

Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
EE Remuneration Info

Period
Fr. 04/03/2003 To 04/03/2003
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current year
Choose

Direct selection
Infotype Time Transfer Specifications STy 9120 G. Washington Birth

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PA61 - Public Holiday Quota Breakdown

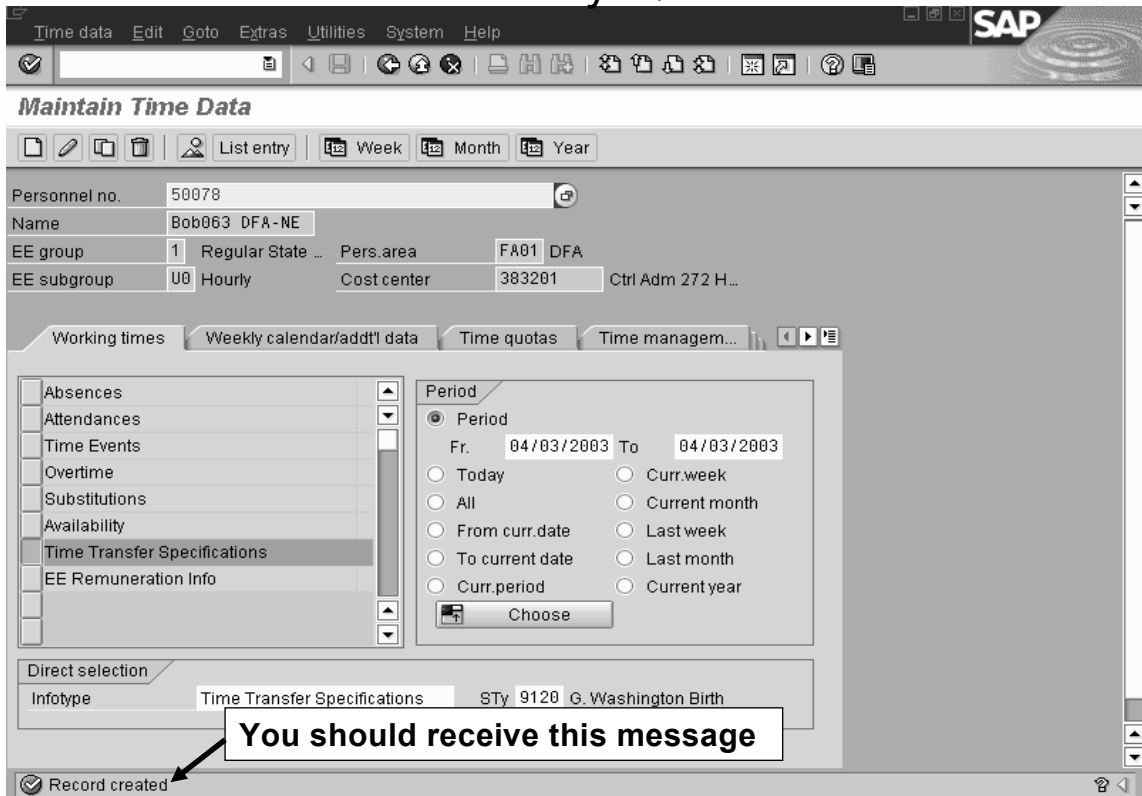
The screenshot shows the SAP PA61 - Public Holiday Quota Breakdown screen. The title bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is in the top right corner. The main window has a tabbed interface with 'Personal work' selected. Below the tabs, there are fields for 'Per', 'EE group', 'WS rule', 'From', 'To', 'Personnel ar', 'FA01', 'DFA', 'Status', and 'Active'. The 'Time transfer specification' section is visible, showing 'Time transfer type' as '9120' and 'Number of hours' as '8 Hours'. Annotations with arrows point to specific elements: '8. Click to validate' points to a checkmark icon in the top left; '9. Click to save' points to a save icon in the top left; and '7. Enter the number of hours to increase or reduce the holiday to break the balance down. Enter minus(-) before or after the number of hours to reduce the current record. Enter hours only to increase the current record.' points to the 'Number of hours' field.

8. Click to validate

9. Click to save

**7. Enter the number of hours to increase or reduce the holiday to break the balance down.
Enter minus(-) before or after the number of hours to reduce the current record.
Enter hours only to increase the current record.**

PA61 - Public Holiday Quota Breakdown



The screenshot shows the SAP PA61 - Public Holiday Quota Breakdown screen. The title bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'System', and 'Help'. The main menu bar includes 'List entry', 'Week', 'Month', and 'Year'. The screen displays the following data:

Personnel no.	50078		
Name	Bob063 DFA-NE		
EE group	1 Regular State ...	Pers.area	FA01 DFA
EE subgroup	U0 Hourly	Cost center	383201 Ctrl Adm 272 H...

The 'Working times' tab is selected. The 'Time Transfer Specifications' section is expanded, showing a list of options: Absences, Attendances, Time Events, Overtime, Substitutions, Availability, Time Transfer Specifications (selected), and EE Remuneration Info. The 'Period' section shows the date range '04/03/2003 To 04/03/2003' and several radio button options: Today, All, From curr.date, To current date, Curr.period, Curr.week, Current month, Last week, Last month, and Current year. A 'Choose' button is also present. The 'Direct selection' section shows 'Infotype' as 'Time Transfer Specifications' and 'STy 9120 G. Washington Birth'.

A message box at the bottom of the screen states: **You should receive this message**. An arrow points to the 'Record created' status at the bottom left of the screen.

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The individual public holiday assignment will be updated after the next successful time evaluation.

After a successful time evaluation is run, you must run the Monitor Public Holiday Quota Breakdown Report (PTBAL00) to verify that the individual holiday was assigned and the total in the report matches Quota overview.